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Note: If number is checked, see attachment page(s) for clarification.

Date(s) Reinspection:						
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Center is in compliance with requirements as of:

1/7/2015

*Reinspection occurs on or soon after due date

Transfer from Initial 2/14/2013 Phone Calls; 4/9/2014, 5/6/2014, 6/11/2014 Faxed documents; 6/11/14, 6/18/14, 8/13/14 1/7/2015 fax

Renewal ☐ Initial ☒ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☐ Complaint # 159

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

4/24/2014	6/23/2014	<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
3/17/2014	6/23/2014	<input checked="" type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.
Notes: Staff in the red room did not notice when one child left the classroom and another kept placing small objects in his mouth. ADD Cite 4/24		
4/7/2014	4/24/2014	<input checked="" type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.
1/16/2014	3/17/2014	<input type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.
Notes: The Red room had 14- 3 year old wake children with one staff, two staff are required		
4/7/2014	4/24/2014	<input checked="" type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 7. Post the center's license in a prominent location in each building.
		<input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.
Notes:		
4/7/2014	6/6/2014	<input checked="" type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
4/24/2014	6/6/2014	<input checked="" type="checkbox"/> 10. Ensure the children's health, safety and well-being.
Notes:		

Activities & DisciplineNote: If number is checked, see attachment page(s) for clarification.

4/24/2014	10/21/2014	<input checked="" type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities.
3/17/2014	10/21/2014	<input checked="" type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
4/24/2014	6/6/2014	<input checked="" type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
3/17/2014	4/7/2014	<input checked="" type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes: Staff in the red room failed to redirect several children running in the class while holding pencils. RECITE 4/24/14		
		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
Nutrition & Rest		
4/24/2014	6/23/2014	<input checked="" type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cnd/care/childcare.htm))
		<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.
Administration & Parent Involvement		
		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
Program Records		
2/14/2013	1/7/2015	<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
Notes:		
2/14/2013	1/7/2015	<input checked="" type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
2/14/2013	1/7/2015	<input type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
1/16/2014	6/18/2014	<input checked="" type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes: Hire and Submit credential documentation for the Director		
		<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
3/17/2014	6/11/2014	<input checked="" type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
		<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/cpscpub/prereel/prereel.html
Sanitation & Diapering		
3/17/2014	10/21/2014	<input type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
3/17/2014	7/22/2014	<input type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
3/17/2014	10/21/2014	<input type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

Note: If number is checked, see attachment page(s) for clarification.

Bathroom & Kitchen Facilities

4/24/2014	6/6/2014	<input type="checkbox"/> 37. Ensure all toxic substances and medications are inaccessible to children.
Notes: The red room staff left bleach solution bottles in reach of children		

Health & Fire Safety

		<input type="checkbox"/> 38. Obtain and maintain on file a current health certificate.
1/16/2014	3/17/2014	<input type="checkbox"/> 39. Obtain and maintain on file a current fire certificate.
1/16/2014	3/17/2014	<input type="checkbox"/> 40. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 41. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 42. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
		<input type="checkbox"/> 43. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

		<input type="checkbox"/> 44. Ensure that illuminated exit signs and emergency lighting are operable at all times.
1/16/2014	3/17/2014	<input type="checkbox"/> 45. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 46. Remove excess storage and/or combustibles from the furnace room.

Building Maintenance

8/14/2014	10/21/2014	<input type="checkbox"/> 47. Keep all surfaces clean and in good repair.
Notes: Provide protective covers for fluorescent bulbs in hall bathroom Replace broken outlet cover in yellow classroom Replace missing outlet covers		
		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:

Notes:

		<input type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
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Notes:

Outdoor Play Area, Equipment and Maintenance

		<input type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
4/24/2014	6/6/2014	<input type="checkbox"/> 53. Take necessary action to remove outdoor hazards.

Notes: Children picked up medical debris found on the playground. Staff scolded the children for touching it but did not remove it.

ALERT: Effective 8/6/14, stackable cribs are prohibited.

☒ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Elissa Lombardo, Leah Schneider

Elissa Lombardo, Nancy Romano 8/14/2014, 8/29/2014 Nancy Romano Brenda Pires 10/21/2014

Transportation

4/24/2014	7/9/2014	<input type="checkbox"/> 54. Maintain transportation records at the center: record of each child transported; copy of driver(s) license(s); name, address and vehicle assignment for additional adult(s) on vehicle(s); copy of insurance, registration, inspection and maintenance records for each vehicle; record of semi-annual emergency evacuation drills for all school bus passengers; written parental authorization.
		<input type="checkbox"/> 55. Ensure that the driver of a school bus conducts 2 emergency evacuation drills annually.
		<input type="checkbox"/> 56. Ensure that each driver of a Type I or Type II School Bus possesses a valid Commercial Driver License (CDL) in at least a Class B or Class C, with a passenger endorsement.
		<input type="checkbox"/> 57. Ensure that each driver of a Type II School Vehicle possesses a valid CDL in at least a class C, with a passenger endorsement.
		<input type="checkbox"/> 58. Ensure that each school bus or school vehicle is equipped with either "S1" or "S2" plates, as applicable, and meets all applicable provisions as specified in the Manual.
		<input type="checkbox"/> 59. Ensure that each vehicle used to transport children has a valid inspection sticker issued by the Motor Vehicle Commission (MVC).
		<input type="checkbox"/> 60. Ensure that each vehicle used to provide transportation of enrolled children to and from the center is equipped with: 3 triangular portable red reflector warning devices; a removable first-aid kit; a fully charged and securely mounted fire extinguisher; all-weather radial or snow tires as needed.
		<input type="checkbox"/> 61. Maintain the interior and exterior of each vehicle in a clean and safe condition, with clear passage to operable doors.
		<input type="checkbox"/> 62. Ensure that the number of persons transported does not exceed the manufacturer's prescribed occupancy of the school bus or school vehicle, and/or the number of operable seat belts.
		<input type="checkbox"/> 63. Ensure that all children are transported in seats that meet federal motor vehicle safety standards.
4/24/2014	6/23/2014	<input checked="" type="checkbox"/> 64. Cease the transportation of children in vehicles which violate MVC and DCF regulations.

Hide Section

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
12	3/17/2014	10/21/2014	Children in the red room were not offered any activity or toys during a 45 minute period preceding lunch. Children were required to either sit at tables or stand in line and wait while one child out of 13 at a time went to the bathroom. Children were required to watch and wait during activity time while one child at a time did teacher directed art 6/23/2014 Yellow room- children were required to sit for extended periods of time without activity 7/22/2014; - School age children were at the public park from 9:30 am to at least 11:30 am. The only activities provided during the two hour period of time was use of the playground equipment. 8/14/2014; Children in the yellow classrooms were required to participate in seat work activities for over an hour. Children in the red classroom were required to sit in group circle time for 45 minutes Staff report that the school age children remain at the local park for most of the day. Park employees verified that the Academy House children are at the park most days from as early as 8:30am, to at least 2 pm when the park employees leave.	Delete
30	3/17/2014	6/11/2014	Retrain all staff on the following; policies and procedures for supervision, sanitation and hand washing, and positive guidance and redirection in young children	Delete
500	3/17/2014	4/24/2014	Provide corrective action plan as per complaint.	Delete
2	3/17/2014	6/23/2014	4/7/2014; Children on the third floor were going to and from a hallway bathroom to a playroom without staff supervision. 4/24/14; Two school age children were left unsupervised in a staff conference room. 6/6/2014; Children (1, 2, and 3 at a time) in the red room went unsupervised into the bathroom and closed the door. Staff were unaware and were not able to monitor children's interactions, safety or compliance with hand washing procedures.	Delete
3	4/7/2014	4/24/2014	Staff in the playroom and the yellow room did not know how many children were in their care.	Delete
5	4/7/2014	4/24/2014	There were 23 three year olds in the yellow classroom, 20 is the maximum group size for preschool children.	Delete
9	4/7/2014	6/6/2014	Twelve three year old children and one staff person were using unapproved space on the third floor of the building. Cease using all unapproved space immediately. 4/24/2014; Two children sat in an unapproved staff conference room for over half an hour.	Delete
501	4/7/2014	4/24/2014	Put in writing to OOL a statement confirming that the center's will not use unapproved space.	Delete
10	4/24/2014	6/6/2014	a) A two and a half year old child was allowed to walk up and down the exterior double flight of steps alone while staff watched from afar. The child had free access to enter the parking lot. b) Staff cooked hot dogs in an electric skillet and frozen pizza in two toaster ovens in the center to serve the children lunch. The center is not approved to cook using either of these. c) School age children spent the day outside at the park. There was no available indoor facility and children were required to stay outside in extreme high wind conditions for the entire day, and each of the preceding days during this week.	Delete
11	4/24/2014	10/21/2014	School age children spent 6 hours at a park without any planned activities. Children and staff report playing on the climbing equipment all morning and each previous day of that week. Staff stated that the children also played a soccer game. During observation of the program at the park from approximately 12:00pm to 3:00 pm on 4/24, children had lunch and played on the climber. No other activities were provided. 6/23/2014 Children in the yellow room were not provided with adequate activities. Children were required to sit while staff looked for coloring book pages that were not colored to give the children; children not interested in listening to a story were not allowed to have an alternate activity or leave the circle area 7/22/2014; -The yellow classroom had 19 three year old children on the playground from 9:50-10:30am. The only activity provided for them were staff blowing bubbles, 3 balls and two hoola hoops. - School age children played on a climber at the park from approximately 9:30am to at least 11:30am without varied activities	Delete
13	4/24/2014	6/6/2014	a) Staff had 4 balls, 2 rackets and 2 or 3 frisbees for use at the park. No other supplies for additional activities were available. Children spent 6 hours each day this week at the outdoor park. b) Children from the red room spent 45 minutes on the playground without activities or equipment. Children randomly ran around the play space. Children on the playground played with wood chips on the ground in lieu of toys and games since there were none offered. Staff did not offer them balls, or any materials, nor were any games other than running across the field played. When children played with the wood chips, staff scolded them harshly.	Delete
18	4/24/2014	6/23/2014	Staff in the red room continually berated three year old children scolding them continuously. When children wiggled, they were scolded for not sitting properly. When they touched materials on the table prior to staff giving them permission to, they were scolded. Staff used punitive consequences when a child requested being a line leader she was told that she was not good on the playground earlier that day, therefore she could not lead the line. Staff used loud voices and harsh tones.	Delete

Note: If number is checked, see attachment page(s) for clarification.

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
20	4/24/2014	6/23/2014	Children at the park were only provided with pizza and juice for lunch. Center must ensure that it complies with nutritional requirements for lunch including; protein, whole grains, fruits and vegetables 6/6/2014; Children were only provided with two mini pizza bagels, salad and two slices of orange for lunch. Center must include sufficient protein in the lunch meal.	Delete
26	4/24/2014	10/21/2014	Two new staff without CARI or CHRI clearance and without required staff supervision were alone with six children at the park for 6 hours each day 4/21, 22, 23, 24. Center must ensure that children are not left alone with staff prior to receiving background check clearances.	Delete
64	4/24/2014	6/23/2014	Children were being transported to and from the center to a nearby park on 4/21, 22, 23, 24. There were no records of transportation available at the center verifying the means of transportation, license of the driver, times of transport, and names of the children being transported. Reports from staff at the off-site park location conflicted with reports from the office staff regarding means, timing and bus driver information.	Delete
502	4/24/2014	6/6/2014	Staff did not fill out an accident report for a child who stated to OOL inspector that he hurt his head at the park on the prior day. Although staff at the center claimed that the child made things up and the incident never occurred, one staff member witnessed the event and did confirm the injury stating that staff used a cold juice box to put on his head instead of an ice pack because they "had to do something"	Delete
503	4/24/2014	6/23/2014	Staff did not call parents when a child was injured on his head on 4/23/2014.	Delete
504	4/24/2014	6/23/2014	Incomplete first aid kit. Staff (at off-site park location) did not have access to any ice packs for injuries.	Delete
505	4/24/2014	6/6/2014	Incomplete permission slips for trips. Center did not inform parents in writing that they would be transporting the children by bus to a nearby park. Center must inform parents of the type of transportation being used for the children.	Delete
			NOTE: The Elizabeth Health Department was contacted regarding the food service at this location. A health official took the complaint and stated that the center does not have approval to cook and serve food. An investigator was going to be sent there immediately. The Elizabeth Fire Prevention Official was contacted regarding the use of cooking appliances at this location. The fire official stated that the center does not have approval to cook using the reported small appliances and that an inspection would commence immediately.	Delete
506	6/6/2014	6/23/2014	The center will provide a written statement ensuring the use of any non-commercial electrical cooking appliances and any electric skillet will cease immediately.	Delete
2	7/22/2014	8/14/2014	RECITE Children on the third floor were going to and from a hallway bathroom to a playroom without staff supervision	Delete
3	7/22/2014	8/14/2014	RECITE Staff on the third floor gave a wrong count as to how many children were in their care.	Delete
9	7/22/2014	8/14/2014	RECITE Fifteen school age children and three staff persons were using unapproved space on the third floor of the building. Cease using all unapproved space immediately.	Delete
28	7/22/2014	8/13/2014	RECITE There has been no credentialed director present at the center since 1/16/2014. Center sponsors had submitted credentials for a director stating that she started at the center several weeks ago, however there are no time sheets documenting the directors hours and all staff interviewed stated that they have never heard of, or met named director.	Delete
507	7/22/2014	8/14/2014	Staff refused to speak with the licensing inspector during an inspection of an off-site playground. OOL inspector questioned one staff supervising school age children regarding the time expectations for their visit. Staff stated that she would not talk to OOL because they were not at the licensed site so the regulations did not apply and they were not required to talk to OOL. The Department of Children and Families, Office of Licensing is authorized to inspect and examine the physical plant or facilities and program of a child care center without prior notice. Licensing regulations are in effect when the center utilizes off-site locations.	Delete
34	3/17/2014	10/21/2014	Staff in the red room did not clean and sanitize tables before serving lunch 4/7/2014; Staff on the third floor did not wash tables prior to serving children breakfast 6/23/2014; Staff in the blue classroom did not clean and sanitize tables prior to serving food Staff in the yellow classroom used only one step to clean tables prior to serving food, two steps are required. 7/22/2014; Staff in the red room used only one step to clean changing tables after diapering a child, two steps are required 8/14/2014; Though tables in the red room were cleaned after children colored a ditto and prior to playing with clay, there was no opportunity to observe required table sanitizing procedures.	Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
35	3/17/2014	10/21/2014	<p>Children played with toys on the floor after washing hands, and immediately prior to having lunch 4/7/2014;</p> <p>Children were unsupervised in red room bathroom and did not wash their hands as required 4/24/2014;</p> <p>Children in the red bathroom did not wash hands after using the bathroom 6/6/2014;</p> <p>Children in the red room did not wash hands after using the bathroom 6/23/2014;</p> <p>Children in the blue and yellow classrooms did not wash hands prior to eating 7/22/2014;</p> <p>Staff did not wash children's hands in the blue room after having a diaper change 8/14/2014;</p> <p>Though children's hands were washed after coloring a ditto sheet, and prior to playing with clay, there was no opportunity to observe children's required hand-washing procedures.</p>	Delete
36	3/17/2014	10/21/2014	<p>Staff did not wash their hands immediately prior to serving lunch. Staff washed hands forty minutes prior, then handled toys, children, books, and then put gloves on to serve food. Staff did not wash their hands after wiping noses. 4/7/2014;</p> <p>Staff on the third floor did not wash hands prior to serving breakfast 6/23/2014;</p> <p>Staff in the blue classroom did not wash hands prior to serving food. 7/22/2014;</p> <p>Staff did not wash hands after changing a diaper in the blue room 8/14/2014;</p> <p>There was no opportunity to observe required staff hand-washing procedures</p>	Delete

